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7 January 1955

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Weekly Report for the Week Ending 7 January 1955

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By: 30

1. General

a. Department of Defense Support

Air Force - A briefing was conducted by a representative of the Office of Director of Plans, DCS/M, Headquarters, USAF, concerning a reorganization of Air Force components in the Far East during the next five calendar years. It is evident that no immediate action is required on the part of the Logistics Office or CIA to insure that CIA interests in this area are protected. This Office will maintain continued liaison with the Department of the Air Force as this program for expansion progresses. Action has been taken by FE Division to forward this information to areas concerned. Representatives from DD/P attended this briefing.

2. Projects and Studies in Process

a. Report of Audit - [redacted] - (new and continued item)

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25X1A
A copy of an audit report prepared by the Auditor-in-Chief [redacted] has been referred to this Staff for necessary action. Inasmuch as action required by the audit specifically was designated in the report to be taken by the Director of Training, contact has been made with the appropriate representatives of the Director of Training to ascertain the status of the report. The Director of Training concurs in recommendations pertaining to logistics and has taken, or is initiating, corrective action. The Logistics Office will receive a copy of the Office of Training comments to the Auditor-in-Chief regarding this report. Follow-up on this project will continue to insure corrective action is taken.

b. Materiel Reserve Estimate Group - (continued item)

The trial run of the format to be utilized in the determination of standard materiel requirements in the [redacted] survey will be conducted in the ES Division. It is planned that a briefing of all Area Divisions in the utilization of this format will be conducted on 19 January 1955.

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3. Administration

[REDACTED]

b. Logistics Support Course - (continued item)

The initial starting date of the next Logistics Support Course has been postponed from 7 February to 14 February 1955. This postponement will avoid conflict with the Administrative Procedures Course to be given by the Office of Training.

4. Supply Division

a. [REDACTED] - Transmitter - (new and completed item)

25X1A

A 100 KW broadcast transmitter has been received at the [REDACTED] Total shipment of this transmitter is approximately 23½ tons of material. All items will be picked up on stock records on allocation.
25X1A

25X1A

5. Transportation Division

a. Procedure for Transportation of Insert Material - (new and completed)

25X1A

A procedure has been established whereby material may be forwarded from [REDACTED] without formal request for shipment. Hand receipts will be prepared to cover each shipment. This procedure will insure maximum security.

6. Real Estate and Construction Division

25X1A

a. [REDACTED] Relocation - (continued item)

An estimate of the cost of additional construction at [REDACTED] has been received from [REDACTED] A complete analysis will be made of this estimate and transmitted to the DD/A in the near future.

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b. Project [REDACTED] - (continued item)

Information has been received that the construction program at [REDACTED] will be completed on 20 January 1955. It is anticipated that a technical representative from this Office will visit this site to inspect and accept all construction completed.

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25X1A

JAMES A. GARRISON
Chief of Logistics

LO/TR&P/ARL:mk (7 January 1955)

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